

NOTE: POSITION MUST BE REVIEWED AT TIME OF VACANCY

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																									
POSITION AND HIRING INFORMATION																									
1. POSITION NUMBER 95543-9840227		2. POSITION TITLE Supervisory Director of Cruise Missile Mission Planning Supervisory Tomahawk Cruise Missile Planning Analyst			3. OCCUPATIONAL CODE 2101																				
4. ORGANIZATIONAL TITLE Director of Training, Standardization and Evaluation		5. CAREER GROUP GROUP STND	6. PAY SCHEDULE YA GS	7. PAY BAND 8-14	8. TARGET PAY BAND N/A-14																				
10. DRUG TEST X YES NO	11. BUS CODE 8888 5 USC 7112(b) (6)	12. FAIR LABOR STANDARDS ACT N X E 5CFR 551.207			13. DOD SUPERVISORY STATUS & AF SL DoD 2/AF1																				
14. KEY/EMERGENCY ESSENTIAL No	15. MOBILIZATION INDICATOR C- Position required in peacetime and upon mobilization		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL N/A		17. CERTIFICATION REQUIRED YES X NO																				
18. POSITIVE EDUCATION REQUIREMENTS YES X NO		19. LANGUAGE REQUIRED YES X NO		20. LANGUAGE IDENTIFIER N/A																					
21. FINANCIAL STATEMENTS REQUIRED YES X NO		22. POSITION SENSITIVITY Special Sensitive Critical Sensitive		23. PAY POOL IDENTIFIER	24. LAUTENBERG/SMITH AMENDMENT YES X NO																				
25. DUTIES Serves as a subject-matter expert/command technical authority and Commander's principal advisor for developing training programs, training, and certifying cruise missile mission planning specialists to support worldwide Combatant Commanders (CCDRs) operations; standardizing critical mission planning procedures applicable to all DOD Tomahawk Land Attack Missile (TLAM) planning activities, and evaluating DOD and United Kingdom TLAM planning activities. As principal command advisor, the incumbent has direct liaison authority with senior members of supported Combatant Commands, Joint Staff, Chief of Naval Operations staff, U.S. Numbered Fleets, United Kingdom Permanent Joint Headquarters, Naval Air Systems Command, defense contractors, and other TLAM planning activities to influence major decisions affecting the U.S. Navy's TLAM program. The incumbent initiates or confronts major technical and policy issues and resolves them independently. The incumbent presents the command's position on significant, unexpected, or unique problems and improvises solutions consistent with an extensive understanding of the command's mission, policies, and priorities. Within the scope of the position, senior decision makers rely on the incumbent's expertise on matters related to TLAM training and standardization. As a recognized technical authority for the command, coordinates and integrates policies and procedures throughout worldwide TLAM planning activities with application to planning for all supported CCDRs. The incumbent has broad latitude to establish worldwide TLAM training and certification standards and oversee development of standardization and evaluation criteria for cruise missile mission planning. As an immediate supervisor, assigns duties based on priorities, difficulty of assignments, and capabilities of employees; provides technical oversight; develops performance plans and rates employees; interviews candidates for subordinate positions; recommends hiring, promotions, or reassignments; takes disciplinary measures, such as warnings and reprimands; identifies employees' training needs; provides and/or arranges for needed development and training; provides a work environment free from all forms of discrimination, harassment, and retaliation; addresses subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the work place. Supports the agency's BEO program.																									
26. POSITION'S ORGANIZATION CRUISE MISSILE SUPPORT ACTIVITY, ATLANTIC (CMSA LANT), JFCC GSI, USSTRATCOM, J7																									
27. POSITION OCCUPIED COMPETITIVE		28. a. DUTY STATION (City - County - State Or Overseas Location) Norfolk, VA b. GEOGRAPHICAL LOCATION CODE 511760710																							
29. Core Competencies Air Force Skill Codes:																									
<table border="1"> <thead> <tr> <th>Percentage</th> <th>Skill Code</th> <th>Shred</th> <th>Subshred</th> <th>Literal Translation</th> </tr> </thead> <tbody> <tr> <td>100%</td> <td>FKM</td> <td></td> <td></td> <td>Transportation Specialist</td> </tr> <tr> <td>%</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>%</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Percentage	Skill Code	Shred	Subshred	Literal Translation	100%	FKM			Transportation Specialist	%					%				
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NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

33. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC) 2101		B. NATIONAL GUARD BUREAU DUAL STATUS NON-DUAL STATUS		C. AIR/ARMY RESERVE TECHNICIAN YES NO
D. AF SPEC CODE/MIL OCCUPATIONAL SPEC 21R4	E. ROLE LEAVE BLANK	F. SPECIALITY LEAVE BLANK		G. SCOPE AND IMPACT LEAVE BLANK
H. ORGANIZATIONAL ENVIRONMENT MAJCOM	I. CAREER FIELD COMMUNITY N-Logistics ILC - S	J. RESERVED FOR COMPONENT USE Org Func Code: TAY Centrally Managed Code 2 COMP LEVEL CODE: OM9A		31. PPP OPTION CODE

32. SKILLS INFORMATION

- Expert knowledge of TLAM mission planning, distribution, and execution processes and procedures.
- Expert knowledge of primary flight techniques for low/high level aircraft route planning, integration with other aeronautical weapons systems in a combat environment, aircraft combat tactics, and the use of defensive maneuvering to defeat enemy threats in order to carry out TLAM planning.
- Expert knowledge of weapon systems complementary to TLAM, various types of ordnance and weapons, and air to ground combat tactical considerations applicable to TLAM.
- Knowledge operational evaluation processes and techniques.
- Knowledge of Commander Operational Test Force and Evaluation's responsibilities and authority with respect to TLAM operational testing.
- Knowledge of operations at Combat Air Operations Centers and Maritime Operations Centers and their integration and synchronization with CMSAs, and other TLAM planning cells.
- Knowledge of the authorities, constraints, and functions of Combatant Commands, Joint Staff, Chief of Naval Operations, U.S. Numbered Fleets, Naval Air Systems Command program managers, and the United Kingdom Permanent Joint Headquarters.
- Ability to determine of training requirements for cruise missile mission planning specialists and the ability to rapidly adapt training programs to meet new capabilities of the missile.
- Ability to engage independently with senior staff at external organizations in meetings and conferences in which collegiality, diplomacy, and forcefulness are required to solve problems, negotiate differences of significant operational impact, and settle disagreements.
- Ability to communicate effectively including the ability to present complex TLAM concepts in easy-to-understand language to senior military civilian personnel.
- Ability to perform effectively in nuanced environments, in which one must comprehend the political sensitivity of information, policies, and personalities, and negotiate outcomes in which the support and cooperation of others must be gained.
- Ability to analyze complex scenarios and produce clear reports containing findings and recommendations that enhance the command's mission.
- Ability to plan, organize, direct and motivate the staff of a small to medium sized organization to include mentoring, motivating, and managing the performance of subordinates.
- Knowledge of safety, security, and EEO regulations, practices, and procedures.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

- Travel away from the normal duty station on military or commercial aircraft will be required.
- A TOP SECRET clearance/Special Background investigation (SBI) with access to Sensitive Compartmented Information (SCI) is required.
- This is a drug testing designated position. The incumbent is subject to random testing for drug use.

34. OTHER REQUIREMENTS	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
A. DOD RESERVED				

35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE (b)(6)	b. TITLE (b)(6) Deputy Commander, CMSA LANT CDR, USN	c. DATE (YYYY/MM/DD) 2007/06/15
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE (b)(6)	b. TITLE Human Resources Specialist	c. DATE (YYYY/MM/DD) 2007/06/29
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(b)(6)

*HR Specialist
(Classification)*

2010/06/07

CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By The Position

Comprehensive knowledge and mastery of an administrative field to apply experimental theories and new applications or developments to problems not susceptible to treatment by accepted methods. Extensive knowledge of advanced concepts, principles, practices, methods, and techniques to provide expert judgment concerning programs/operations; resolve complex, unique problems, conditions, or issues; or significantly alter standard practices, processes and known techniques. Knowledge of the missions, roles, functions, organizational structure, and operation of the DOD, Air Force, and user commands that govern, interface with, and/or influence assigned programs. Comprehensive knowledge of the laws, principles, policies, practices, and precedents applicable to the program.

Factor 2, Supervisory Controls

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3, Guidelines

Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

Factor 4, Complexity

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information.

Factor 5, Scope and Effect

The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.

Factor 6, Personal Contacts

The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are those with people in their capacities as attorneys; contractors; or representatives of professional organizations, the news media, or public action groups.

Factor 7, Purpose of Contacts

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the employee must be skillful in approaching the individual or group in

order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

Factor 8, Physical Demands

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.

Factor 9, Work Environment

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Final Classification: Position is classified out as a Supervisory Tomahawk Cruise Mission Planning Analyst, GS-14.

CLASSIFICATION STANDARD(S) USED: OPM General Schedule Supervisory Guide, Apr98; OPM Administrative Grade Evaluation Guide, TS-98, Aug 90.

NOTE: This position must be reviewed at the time of vacancy.

GS PD Standards for Sequence #: 1013963

GS PD Standards for Sequence #: 1013963

PD# PS-OC-PB Position Title

9S543 YA-2101-03 SUPV DIRECTOR OF CRUISE MISSILE MISSION PLANNING

Mission Goal

The Cruise Missile Support Activity (CMSA) provides combatant commanders and other customers with conventional and nuclear operational and test missions for all variants of the Tomahawk Land Attack Missile (TLAM). The CMSA mission has five elements. The CMSA will:

1. Plan conventional and nuclear TLAM missions.
2. Distribute missions and support data to command and control nodes, planning and analysis activities, and TLAM firing platforms worldwide.
3. Integrate TLAM expertise into the supported commander's targeting processes and into mission planning system architecture development.
4. Train TLAM mission planners, weaponeers, analysts and operators of TLAM mission planning systems and related equipment.
5. Evaluate TLAM mission planning activities.

GS PD Standards for Sequence #: 1013963

Number	Standard Title	Standard
1	Direct TLAM Training & Exercises	<p>a. Direct the training, certification, & proficiency of Tomahawk mission planning systems certified CMSA personnel IAW Cruise Missile Mission Planning Training and Operating Procedures Standardization (CTOPS) Manual. Track command's personnel proficiency via command web site, updated on a weekly basis, & report deficiencies to the chain of command.</p> <p>b. Maintain appropriate level of personnel certification. Maintain a 90% standard for skill set proficiency. Proficiency loss is defined as a member who is out of proficiency in at least one task within one skill set. Proficiency loss will be recorded on the last business day of each month.</p> <p>c. Ensure CMSA LANT exercise & training program support the USSTRATCOM Readiness Assessment and Certification Instruction, CMSA LANT JMETS, & result in the successful completion of unit evaluations.</p> <p>d. Devolve all external TC2S training and certification to the Navy schoolhouse while retaining robust mentoring and certification program</p>

GS PD Standards for Sequence #: 1013963

Number	Standard Title	Standard
2	Standardize and Evaluate Procedures of the CMSAs	<p>a. Direct the standardization and evaluation of procedures of CMSA LANT/CMSA PAC/CMSA UK and other mission planning entities in accordance with the Tomahawk Mission Planning Evaluation Team (MPET) Memorandum of Agreement and in support of the command's Cruise Missile Mission Planning Training and Operating Procedures Standardization (CTOPS) Manual program.</p> <p>b. In concert with other CMSAs and Tomahawk Strike Mission Planning Cells (TSMPCs), establish JMETs linked to key organizational tasks and tied to USSTRATCOM JMETs. Desired end state is JMETs that support the CMSA exercise program, CMSA readiness, and source of organizational evaluations and certifications grading criteria. JMETs must support both the internal CMSA processes as well as the external CMSA processes.</p>
3	Director Training and Standardization Department	<p>a. Manage the department or division through efficient execution of appropriate work center objectives. Maintain current work center objectives and develop management tools to provide managers visibility into objectives' status.</p> <p>b. Develop a professional workforce ensuring individuals are continually focused, accountable, competent, respect the organizational hierarchy, and effectively represent the command. Reward outstanding performance, make meaningful distinctions among employees based on performance contribution, and directly address poor performance.</p> <p>c. Always submit staff work and personnel documents on time and in final draft.</p> <p>d. Provide your departmental and divisional goals for the upcoming fiscal year and a plan of action and milestones for achieving same to the Commander NLT 31 Jul 2010.</p>

Investigate

Position Designation Record

Agency USSTRATCOM / CMSA LANT
 Position Title Supervisory Tomahawk Cruise Missile Director Training
 Series and Grade/Pay GS-2101-14
 Band
 Position Description 9BG0227
 Number
 Designator's Name & Title (b)(6) Resource Director

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	<ul style="list-style-type: none"> Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)
Developing plans or policies related to national defense or military operations	<ul style="list-style-type: none"> Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)
Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States	<p>One or more of the following when there is the potential to cause exceptionally grave damage to national security:</p> <ul style="list-style-type: none"> Knowledge of, planning for, or participation in significant and important activities related to

National Duties	Degree of Potential for Compromise or Damage
	<p>intelligence, counterintelligence, or counterterrorism – with broad authority or freedom to act independently</p> <ul style="list-style-type: none"> • Identification, disruption, or neutralization of, or protection against, hostile intelligence or terrorist activities – with broad authority or freedom to act independently • Activities are critical and extremely important to the preservation of the military strength of the United States
Unclassified information (e.g. private, controlled unclassified, or proprietary information)	<ul style="list-style-type: none"> • Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security

Investigation	Form Required
T5	SF 86

Sensitivity	Risk Level
Special Sensitive	High Risk

Signature: (b)(6)

Date: 17-JAN-2017

Name: (b)(6)